

# Juvenile Probation Officer

Clay County Probation Department  
Brazil, IN 47834  
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## Job details

Salary  
From \$36,879 a year  
Job Type  
Full-time  
Number of hires for this role  
1

## Qualifications

- 
- Bachelor's (Required)
- Driver's License (Required)

## Full Job Description

Incumbent serves as Juvenile Probation Officer for the Clay County Probation Department, responsible for assisting the Court in all manners pertaining to juvenile delinquency, including preparing reports, dispositional decisions, and supervising clients.

### DUTIES:

Conducts preliminary inquiries on written reports received from law enforcement or general public pertaining to alleged delinquent offenses committed by juveniles.

Assists the courts in making pretrial release decisions and transferring supervision of a person on probation to a court in another jurisdiction.

Assists the courts, prosecuting attorneys, and other law enforcement officials in making decisions regarding the diversion of charged individuals to appropriate noncriminal alternatives.

Furnishes individuals placed on probation a written statement of the condition of his/her probation and instructs regarding those conditions.

Supervises and assists individuals on probation consistent with conditions of probation imposed by the court, including conducting home visits.

Brings to the court's attention any modifications in the conditions of probation considered advisable and prepares reports for court regarding disposition of cases.

Notifies the court when a violation of a condition of probation occurs.

Keeps accurate records of cases investigated and all cases assigned by the court and makes these records available to the court upon request. Prepares reports as required by law.

Occasionally testifies in legal proceedings/court as required.

Serves on 24-hour call for emergencies.

Performs related duties as assigned and/or required by law.

#### JOB REQUIREMENTS:

Baccalaureate Degree in Criminal Justice, Social or Behavioral Sciences, or related field.

Complete knowledge of all local, state, and federal laws applicable to adult and juvenile probation operations, with ability to apply and enforce regulations as needed.

Knowledge of treatment programs and services available to clients from government, social, and private agencies, with ability to make referrals and assist clients with programs as needed.

Working knowledge of standard policies and practices of Clay County legal process and probation system, with ability to accurately complete required legal reports, make recommendations to the Court, and apply and adapt procedures as cases demand.

Considerable knowledge of community geography and ability to effectively monitor and/or locate probationers, verify and document compliance with program requirements, and take appropriate action in response to violations.

Working knowledge of standard office procedures and computer software applications used by the Courts, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Ability to assess the effectiveness of department programs and activities and to develop alternative procedures as needed.

Ability to effectively communicate orally and in writing with co-workers, other county departments, courts, community corrections, attorneys, various counseling agencies, schools, placement agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to, or maintain confidentiality of, department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, take authoritative action, and apply appropriate discretion and common sense.

Ability to understand, memorize, retain, and follow oral and written instructions.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to work with others in a team environment and on several tasks at the same time.

Ability to testify in legal proceedings/court as necessary.

Ability to occasionally work extended, irregular, evening, and/or weekend ours as needed, and travel out of town for continuing education, sometimes overnight.

Ability to serve on 24-hour call for emergencies.

#### RESPONSIBILITY:

Incumbent performs duties in accordance with a formal schedule, service needs of the public, and legal requirements, assuring proper functioning of the Probation Division of Clay County. Periodically, decisions are made in the absence of specific policies and/or guidelines. Incumbent's work errors are primarily detected or prevented through legally defined procedures. Undetected work errors could result in endangerment to self, loss of time to correct error, and work delays in other departments/agencies.

#### PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County Departments, Courts, Community Corrections, attorneys, various counseling agencies, schools, placement agencies, and the public for purposes of exchanging information.

Incumbent reports directly to Chief Probation Officer.

#### PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a standard office environment, involving sitting for long periods, sitting/walking at will, keyboarding, speaking clearly, and hearing sounds/communication. Incumbent maintains considerable contact with probationers and is regularly exposed to irate/hostile individuals and/or physical violence.

Incumbent may occasionally work extended, irregular, evening, and/or weekend hours as needed, and travels out of town for continuing education, sometimes overnight. Incumbent responds to emergencies on a 24-hour basis.

Job Type: Full-time

Pay: From \$36,879.00 per year

#### Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

#### Schedule:

- Monday to Friday

#### Education:

- Bachelor's (Required)

#### License/Certification:

- Driver's License (Required)

#### Work Location:

- One location

#### Work Remotely:

- No